

**STATE OF MISSOURI  
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT  
UNIVERSITY PROCUREMENT AUTHORITY DELEGATION AND PROCEDURES**

**EFFECTIVE JULY 1, 2005**

**Amendment No. 1**

**Amendment Date: November 2, 2005**

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The University Procurement Authority Delegation and Procedures effective July 1, 2005 are hereby amended as follows.

Effective immediately, Section II, I. Minority-Owned and Women-Owned Business Participation is replaced in its entirety by the revised Section II. I. Minority-Owned and Women-Owned Business Participation shown below.

**I. Minority-Owned Business and Women-Owned Business Participation**

The university must comply with all applicable laws, regulations, and executive orders affecting equal opportunity and nondiscrimination in the selection of contractors.

1. Affirmative action must be taken by the university to assure that minority-owned and women-owned businesses that are certified by the Office of Administration, Office of Supplier and Workforce Diversity (OSWD) are provided an equitable and fair opportunity to submit bids and proposals and to receive an award. Executive Order 05-30 states that all state agencies shall continue to make every feasible effort to target the percentage of goods and services procured from certified MBEs and WBEs to 10% and 5%, respectively. These efforts shall include participation in an Executive Branch Contract Compliance Council which shall, in cooperation with the OSWD, review procurement efforts to assist in meeting the requirements of this Executive Order.
2. A minority-owned business must be at least fifty-one percent (51%) owned and controlled by one or more persons who are United States citizens and members of one of the following racial minority groups: Black, American Indian, Hispanic, Asian American, or other similar racial minority group.
3. A women-owned business must be at least fifty-one percent (51%) owned and controlled by women who are United States citizens.
4. The university must utilize the Certified Minority Business Enterprise Directory and the Certified Women-Owned Business Enterprise Directory as a source for identification of potential bidders. The directories are available on the Internet at <http://www.oa.mo.gov/oeo/cp.html>.
5. Universities should document that bids were sent to or awarded to minority (MBE) and women-owned (WBE) businesses. This information may be requested by DPMM during a Quality Assurance Review of the university. Documenting the resources used to locate MBEs/WBEs and identifying those product/service areas where MBEs/WBEs are not available is beneficial for the OSWD. The university may utilize the services and assistance of the OSWD (573-751-8130) to further identify and qualify prospective minority and women-owned businesses.
6. The university must ensure proper dissemination of the requirements for minority and women vendor participation to all sub-department locations that exercise a procurement responsibility pursuant to this delegation of authority.

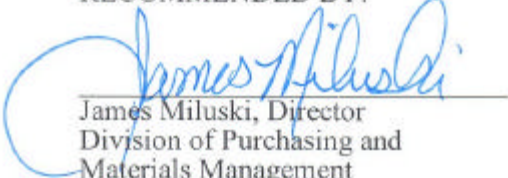
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RECOMMENDED BY:

  
James Miluski, Director  
Division of Purchasing and  
Materials Management

APPROVED BY:

  
Michael N. Keathley, Commissioner  
Office of Administration

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hereby accept this amendment to the delegation of authority on behalf of the university and  
acknowledge the university's ability and agreement to abide by the requirements herein.

SIGNATURE \_\_\_\_\_  
NAME \_\_\_\_\_  
TITLE \_\_\_\_\_  
INSTITUTION \_\_\_\_\_  
DATE \_\_\_\_\_